

OPEN AND SORT MAIL IN THE LOCALITY

Effective Date

01/01/2018

Overview

"Local File" localities are responsible for screening current tax year Individual Income Tax returns filed with their office and for preparing the returns to be transmitted to TAX for processing.

This Process for opening and sorting individual income tax mail is performed to ensure that tax returns of similar characteristics are grouped together and labeled. The opening and sorting of mail enables Commissioner of Revenue's Office Locality Representatives to handle the local processing of the returns efficiently.

Tasks

[Open and Sort Mail](#)

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